



# Department of Defense INSTRUCTION

NUMBER 4525.8

December 26, 2001

---

---

USD(AT&L)

SUBJECT: DoD Official Mail Management

- References: (a) [DoD Directive 4525.6](#), "Single Manager for Military Postal Service," May 5, 1980  
(b) Federal Property Management Regulations, Amendment A-53, current edition  
(c) DoD 4525.8-M, "DoD Official Mail Manual,"  
(d) [DoD 5025.1-M](#), "DoD Directives System Procedures," August 1994  
(e) through (o), see enclosure 1

## 1. PURPOSE

This Instruction:

- 1.1. Establishes the DoD Official Mail Program (OMP).
- 1.2. Establishes the basic DoD OMP policies.
- 1.3. Establishes the requirement for appointing official mail manager's (OMMs) and describes their duties.
- 1.4. Implements DoD Directive 4525.6 and Federal Property Management Regulations, Amendment A-53 (references (a) and (b)).
- 1.5. Prescribes uniform procedures for DoD official mail.
- 1.6. Authorizes the publication of DoD 4525.8-M (reference (c)) in accordance with DoD 5025.1-M (reference (d)).

## 2. APPLICABILITY AND SCOPE

This Instruction applies to the Office of the Secretary of Defense, the Military Departments (including the Coast Guard when it is operating as a Military Service in the Navy), the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities and all other organizational entities within the Department of Defense (hereafter referred to collectively as "the DoD Components") and their Non-Appropriated Fund Activities. The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

## 3. POLICY

It is DoD policy to promote cost-effective use of the taxpayers' money in transporting official matter through proper and efficient processing and use of internal mail, the United States Postal Service (USPS), other carriers, international mail, and postage of other countries.

## 4. DEFINITIONS

Terms used in this Instruction are defined in DoD 4525.8-M (reference (c)).

## 5. RESPONSIBILITIES

5.1. The Under Secretary of Defense (Acquisition, Technology, and Logistics) shall:

5.1.1. Provide broad policy guidance and direction in carrying out the provisions of this Instruction.

5.1.2. Serve as final authority concerning requests for changes in DoD Official Mail Management policies and procedures.

5.2. The Heads of the DoD Components shall:

5.2.1. Implement the DoD Official Mail program described in Enclosure 4.

5.2.2. Encourage field elements to coordinate operational and routine matters with their local postal facility. Enclosure 3 illustrates DoD official mail policy and operational channels.

5.3. The Executive Director, Military Postal Service Agency shall:

5.3.1. Interpret existing official mail policies and procedures.

5.3.2. Formulate proposed changes to official mail policies and procedures and coordinate them with the DoD Components.

5.3.3. Develop integrated management information systems relating to DoD Official Mail Management consistent with DoD Directive 8320.1 (reference (e)). In the development of any information system, standard data elements and codes should be used in accordance with DoD 8910.1-M (reference (f)).

5.3.4. Ensure official mail management training is available.

5.3.5. Be the single point of contact with the General Services Administration, the USPS, and other Federal Agencies on official mail policy matters and other domestic postal matters.

5.3.6. Develop the DoD position on official mail and other domestic postal matters to be used in negotiating with the USPS for changes pertaining to the USPS-DoD Agreement.

5.4. All Official Mail Managers shall:

5.4.1. Be sure mail users know when and how to contact their OMM.

5.4.2. Supervise mailing practices.

5.4.3. Report misuse of official mail to the commanders of alleged violators.

5.4.4. Establish controls on postal expenditures to create a cost-effective mail management program.

5.4.5. Further OMM responsibilities are identified in enclosure 4.

5.5. Each individual who prescribes, creates, designs, or prepares pieces for mailing shall comply with this Instruction.

6. PROCEDURES

Procedures to implement the DoD OMP are found in enclosure 4.

7. INFORMATION REQUIREMENTS

Report Control Symbol (RCS) DD-AT&L(SA)1833, "Prepaid Postage Report," has been assigned to this information requirement in accordance with DoD 8910.1-M (reference (f)).

8. EFFECTIVE DATE

This Instruction is effective immediately.



**Diane K. Morales**  
**Deputy Under Secretary of Defense**  
**(Logistics and Materiel Readiness)**

Enclosures - 5

- E1. References, continued
- E2. Required Publications
- E3. DoD Official Mail Policy and Operational Channel
- E4. DoD Official Mail Program (OMP)
- E5. Official Mail Manager's Inspection Checklist

E1. ENCLOSURE 1

REFERENCES, continued

- (e) [DoD Directive 8320.1](#), "DoD Data Administration," September 26, 1991
- (f) [DoD 8910.1-M](#), "DoD Procedures for Management of Information Requirements," June 1998
- (g) United States Postal Service (USPS) Domestic Mail Manual (DMM), current edition
- (h) USPS International Mail Manual (IMM), current edition
- (i) USPS Postal Bulletin
- (j) USPS Poster 123-L or Poster 123-S (Postal Rates and Fees)
- (k) USPS Zone Chart
- (l) USPS Publications 25, "Design Letter and Reply Mail"
- (m) USPS Item 04A, "Delivery Point Postnet Barcode Gauge"
- (n) USPS Publications 28, "Postal Addressing Standards," current edition
- (o) [DoD Instruction 4000.19](#), "Interservice and Intragovernmental Support," August 9, 1995

## E2. ENCLOSURE 2

### REQUIRED PUBLICATIONS

The following is a listing of required publications for cost-effective use of the U.S. Postal Service. Hard copies of the publications are required only when access to electronic copies is not available. The U.S. Postal Service publications prescribed for use, in this Instruction, are available on the Internet under <http://www.usps.com> or from the local post office.

E2.1.1. United States Postal Service (USPS) Domestic Mail Manual (DMM) (current edition). This is the primary USPS manual used in the operation of post offices. It contains regulations of direct interest to mailers, such as postage rates, mail classification, and mail preparation requirements. It is required at each postage meter location; installation official mail manager (OMM) or equivalent; intermediate headquarters OMM having inspection/staff responsibility; major command (MACOM) OMM; and DoD Component OMM.

E2.1.2. USPS International Mail Manual (IMM) (current edition). This manual contains regulations, classification, and other requirements for mailing between the United States and non-military post office addresses in other countries. It is required only where international mail is frequently used.

E2.1.3. USPS Postal Bulletin. This publication is published bi-monthly and is used to announce interim changes to the DMM and IMM. It is required at each location where the DMM or IMM is required.

E2.1.4. USPS Poster 123-L or Poster 123-S (Postal Rates and Fees). This poster is required for each location where postage and fees are determined.

E2.1.5. USPS Zone Chart. This chart tells in what zone the various ZIP Codes are located. It is required for each location where postage is determined.

E2.1.6. USPS Publication 25, "Designing Letter and Reply Mail." This publication assists mailers in making their mail compatible with the automated postal processing system and allows mailers to benefit from improved service and reduced mail processing costs. This publication is required for each installation or equivalent OMM, intermediate headquarters OMM having inspection/staff responsibility; MACOM OMM; and the DoD Component OMM.

E2.1.7. USPS Item O4A, "Delivery Point Postnet Barcode Gauge." This gauge is to be used in conjunction with USPS Publication 25 when designing letter size mail for automated processing. It is required for each installation or equivalent OMM, intermediate headquarters OMM having inspection/staff responsibility; MACOM OMM; and the DoD Component OMM.

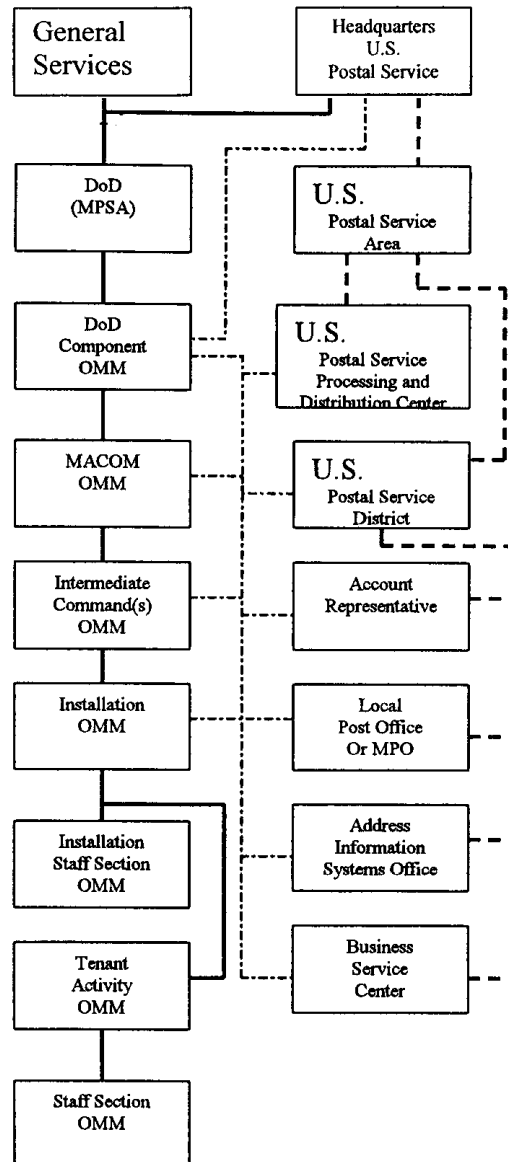
E2.1.8. USPS Publication 28, "Postal Addressing Standards" (current edition). This publication describes standardized formats for addresses to be used on mail. It is required for each installation or equivalent OMM, intermediate headquarters OMM having inspection/staff responsibility; MACOM OMM; and the DoD Component OMM.

E2.1.9. DoD Instruction 4525.8, "DoD Official Mail Management." This Instruction is required for each postage meter location and all other locations that accept official mail; activity OMM; installation OMM or equivalent; intermediate headquarters OMM having inspection/staff responsibility; MACOM OMM; and the DoD Component OMM.

E2.1.10. DoD 4525.8-M, "DoD Official Mail Manual." This Manual is required for each postage meter location and all other locations that accept official mail; activity OMM; installation OMM or equivalent; intermediate headquarters OMM having inspection/staff responsibility; MACOM OMM; and the DoD Component OMM.

### E3. ENCLOSURE 3

#### DoD OFFICIAL MAIL POLICY AND OPERATIONAL CHANNEL



- Technical chain (of command) for all policy matters (and problems not solved at lower command levels) with the USPS.
- - - - - Postal operational matters only.
- - - - - USPS' chain of command.

#### E4. ENCLOSURE 4

##### DoD OFFICIAL MAIL PROGRAM (OMP)

#### E4.1. PURPOSE

This enclosure establishes:

E4.1.1. The basic DoD Official Mail Program (OMP) policies.

E4.1.2. The requirement for appointing official mail managers (OMMs) and describes their duties.

#### E4.2. OMP POLICIES

E4.2.1. Users shall budget for and pay for postage. See DoD Instruction 4000.19 (reference (o)) for reimbursement policies.

E4.2.2. DoD activities shall use prepaid postage. Information on how to pay for it is in section C2.7. of DoD 4525.8-M (reference (c)). Exception: Instructions on when to use Postage Due Penalty Mail are in section C2.15.

E4.2.3. All policies requiring or authorizing the use of official mail shall be coordinated with the activity's OMM prior to publication.

E4.2.4. Deductions from United States Postal Service (USPS) trust accounts and electronic billings shall be verified to make sure they are valid, accurate, and not a duplicate entry.

E4.2.5. If there is a consolidated mail facility in the area, all outgoing non-production mail shall be processed through that facility unless the facility determines it is unable to provide service or the originating activity can demonstrate it is not cost-effective to do so and/or mail transit times will increase. If there is no consolidated mail facility in the area, there shall be only one processing point for all non-production outgoing mail on an installation. A production mailer is one who routinely produces large volumes of parcels or other items. Examples are supply warehouses and correspondence course activities. Production mailers' non-production mail shall go through the central processing point. Justified requests for exception shall be forwarded through command channels to the DoD Component OMM who may or may not approve them after considering each on an individual case-by-case basis.

Lower command levels may disapprove and return such requests. The dollar amount of postage involved is not a basis for justification. Maintaining optimum use of personnel, equipment, floor space, and cost-reduction practices such as consolidated mailings, barcode and presort discounts, permit mailings, and drop-shipments are essential.

E4.2.6. Official mail must be considered an integral part of an activity's transportation plan and function when considering how to transport an item.

E4.2.7. Unauthorized use, loss, or theft of appropriated fund postage shall be reported and reviewed to determine any appropriate reimbursement of postage costs.

E4.2.8. Only surplus USPS equipment may be used for the internal distribution of mail or other DoD purposes. Only enough empty USPS mail bags, trays, boxes, carts, and other equipment items necessary to meet immediate outgoing mail needs shall be kept on hand. Promptly return additional quantities to the local post office.

E4.2.9. When application of postage is contracted out, the contract's work statement shall require compliance with the policies and procedures in this enclosure and any subsequent changes thereto. The contract's quality assurance surveillance plan shall be designed to make sure the contractor complies with this enclosure.

E4.2.10. Senders shall mark the appropriate class of mail on all items larger than a letter-size envelope. Prior to applying postage, official mail centers receiving items larger than a letter-size envelope that are not so marked shall return them to the sender for marking or contact the sender to determine the nature of the contents so the item can be properly marked.

E4.2.11. Contingency, operations and exercise plans shall provide for the initial postage requirements; follow-on procurement of additional postage; equipment, personnel, and facilities for processing of official and internal mail; and the transportation of internal mail within the affected area. Official mail centers established, as a result of these plans shall serve all nearby DoD activities, regardless of their DoD Component, on a non-reimbursable basis.

E4.2.12. When mail is to be delivered it shall be considered as:

E4.2.12.1. Personal mail when the address contains an individual's name but does not have a job title or the name is not in an attention line.

E4.2.12.2. Official mail when it is addressed to an organization or the address contains an individual's name and duty title or the name is in an attention line. Upon receipt from the USPS, this mail becomes the property of the organization to which it

is addressed. Unsolicited and unwanted Presorted Standard Mail (A) may be disposed of as the organization desires. It need not be returned to the post office. Only the addressee usually opens this mail but it may be opened by anyone in the organization unless local policy states otherwise.

E4.2.13. The military postal service function and official mail function are two different and distinct missions using separate and distinct resources for which they are accountable to different Governmental Agencies, the Department of Defense and the USPS. The DoD official mail program is managed to support the overall DoD mission. The military postal service function operates on behalf of the USPS and is responsible for carrying out the USPS policies and procedures and public laws and regulations governing the USPS. Appropriate control mechanisms shall be used to make sure DoD official mail funds and USPS funds remain separate, distinct, and are controlled by appropriately authorized personnel.

E4.2.14. Anything that asks someone to provide an address shall include a place for an apartment, suite, or other secondary unit designator number.

E4.2.15. All business cards, organizational sections of telephone directories, and publicity items shall include the correct street address instead of building numbers.

E4.2.16. Official mail managers and official mail center managers shall have Internet access so they can access the USPS' Home Page.

E4.2.17. Official mail managers and official mail center managers shall have an e-mail address so information can be rapidly distributed. Generic addresses for these functions are preferred so address lists need not be changed when personnel change.

E4.2.18. USPS inspections, search procedures, and postal laws apply to official matter only while it is mail. OMMs and assistant official mail managers (AOMM) may inspect or withdraw:

E4.2.18.1. Outgoing official mail items.

E4.2.18.1.1. Before they are postmarked by a postage meter.

E4.2.18.1.2. Bearing postage stamps or permit imprints before they are placed in a USPS mail box or placed under control of USPS or its representative, whichever occurs first.

E4.2.18.2. Incoming official mail items after control passes from USPS or its representative to representatives of the addressee.

### E4.3. OFFICIAL MAIL MANAGERS (OMMs)

#### E4.3.1. OMM Appointments

E4.3.1.1. Installations, activities, staff elements, and the DoD Components shall appoint OMMs. Assistant OMMs may be appointed to perform the OMM duties when the OMM is absent. The appointments may be additional duty appointments. They shall be made in writing and shall include the appointees' official USPS and email addresses and telephone numbers. Paper or electronic copies will be distributed as follows:

E4.3.1.1.1. For staff element OMMs, copies are sent to their activity OMM.

E4.3.1.1.2. For activity OMMs, copies are sent to their next higher command's OMM.

E4.3.1.1.3. For tenant activity OMMs, copies are sent to their host installation OMM.

E4.3.1.1.4. For major command/claimant OMMs, copies are sent to their DoD Component OMM.

E4.3.1.1.5. For DoD Component OMMs, copies are sent to the DoD Official Mail Manager, Military Postal Service Agency, 2461 Eisenhower Avenue STE 814, Alexandria, VA 22331-0006.

E4.3.1.2. The OMM function is an inherently governmental function because OMMs are responsible for interpreting and carrying out the Private Express Statutes within their organization; the acquisition, use or disposition of supplies and property; and the budgeting for and the expenditure of appropriated funds for postage and fees. Only commissioned, warrant, or noncommissioned officers (E-6 or higher) or DoD civilians (GS-6 or higher) shall be appointed as OMMs. This requirement is waived only when the activity concerned has no personnel in the grades specified. Since the OMM function is an inherently governmental function it shall not be contracted out.

E4.3.1.3. When application of postage is contracted out, the DoD Component's representative responsible for ensuring quality of performance by the contractor shall:

E4.3.1.3.1. Meet all requirements of an OMM.

E4.3.1.3.2. Use the contract's quality assurance surveillance plan to monitor the quality of contractor performance and make sure DoD official mail policies and procedures are followed.

E4.3.1.4. Frequent changes of OMMs shall be avoided. When changes are necessary, enough overlap should be provided so that the new OMM becomes thoroughly familiar with the duties before the old OMM departs.

E4.3.2. OMP Training Requirements

E4.3.2.1. Action officers; secretaries; clerk-typists; personnel producing forms, publications and periodicals; personnel who determine postage; and OMMs shall receive training on the following subjects from the installation OMM within 4 months after assignment. These personnel and all action officers shall receive annual updates.

E4.3.2.1.1. Other methods of communicating and shipping material. This includes the use of private carriers.

E4.3.2.1.2. Material that cannot be mailed.

E4.3.2.1.3. Classification of mail.

E4.3.2.1.4. Special postal services and discounts.

E4.3.2.1.5. International mail requirements.

E4.3.2.1.6. Postage and fees required.

E4.3.2.1.7. Penalties for private use of official mail.

E4.3.2.1.8. Protection of mail.

E4.3.2.1.9. Performing mail surveys.

E4.3.2.1.10. Addressing mail.

E4.3.2.1.11. Cost-saving methods.

E4.3.2.1.12. Handling of suspicious mail.

E4.3.2.2. Training objectives shall be continuously reinforced by routine distribution of current postal information.

E4.3.3. OMP Supervision Requirements

E4.3.3.1. All OMMs shall:

E4.3.3.1.1. Be sure mail users know when and how to contact their OMM.

E4.3.3.1.2. Supervise mailing practices.

E4.3.3.1.3. Report misuse of official mail to the commanders of alleged violators.

E4.3.3.1.4. Establish controls on postal expenditures to create a cost-effective mail management program.

E4.3.3.2. Activity OMMs shall:

E4.3.3.2.1. Keep the commander informed on the effectiveness of the OMP and problem areas.

E4.3.3.2.2. Supervise the activity's OMP.

E4.3.3.2.3. Annually contact, offer assistance, guidance, and training, and discuss mailing requirements with activities within their jurisdiction that produce forms, publications and periodicals, or are involved with contingency or similar planning. A record of these discussions should be kept to make future inspections easier.

E4.3.3.2.4. Inspect incoming mail at least once a week and report deficiencies to the mailing activity OMM.

E4.3.3.2.5. Inspect outgoing mail at least once a week at the final preparation point to:

E4.3.3.2.5.1. Determine where additional training is needed and which policies and procedures need additional emphasis.

E4.3.3.2.5.2. Make sure the mail is prepared properly. Items containing errors or deficiencies in preparation shall be returned for correction.

E4.3.3.2.5.3. Detect unauthorized use of postage.

E4.3.3.2.5.4. Make sure consolidated mailings are properly prepared and contain only items the addressee can deliver.

E4.3.3.2.6. Establish local procedures for safeguarding spoiled meter postage, to make sure appropriate refunds are obtained, and to properly account for the refunds.

E4.3.3.2.7. Analyze the use of postage to initiate procedures for more cost-effective usage.

E4.3.3.2.8. Maintain liaison with appropriate supply and procurement activities so that only postal-related items such as envelopes, cards, and labels that meet the requirements of this Enclosure and the USPS are ordered and stocked.

E4.3.3.2.9. Establish proper control and auditing measures in overseas locations if host country postage is procured and used.

E4.3.3.2.10. Order, verify shipments, safeguard, and issue postage stamps when use is authorized. For more information see Chapter 2 of reference (c).

E4.3.3.2.11. Know their USPS Account Representative and other appropriate USPS officials.

E4.3.3.2.12. Whenever possible, belong to and attend meetings of the local USPS-sponsored Postal Customer Council. Encourage the Postmaster to start a Postal Customer Council if one does not exist in the area.

E4.3.3.2.13. Identify all recurring or one-time large volume mailings being sent from the activity. Help offices select the most cost-efficient mail class and postal service that will best meet user needs. Assist personnel to develop mail products (before printing), and make sure they comply with USPS regulations and DoD official mail policy.

E4.3.3.2.14. Review all mail products (including self-mailers, forms, and reply items), to make sure they meet DoD and USPS requirements.

E4.3.3.2.15. Act as the single point of contact with serving USPS or Military Post Office facility.

E4.3.3.2.16. At a minimum, provide policy and procedure briefings to official mail center personnel and large volume mailers using the requirements of this

Enclosure. If assigned a postage meter or USPS manifest mailing account, provide training on its proper use, control, and required reports.

#### E4.3.4. OMP Inspections

E4.3.4.1. Component headquarters, major commands (MACOMs), and intermediate commands shall conduct internal headquarters OMM inspections at least once a year. Component headquarters, MACOMs, and intermediate commands shall ensure scheduled inspections of subordinate installations and activities include the official mail program.

E4.3.4.2. Installation or equivalent OMMs shall inspect all of the installation's staff activities, subordinate activities and tenant activities on the installation annually on a calendar year basis. These inspection reports shall be filed and made available for review during MACOM and Inspector General inspections and staff assistance visits.

E4.3.4.3. DD Form 2495 (Official Mail Manager's Inspection Checklist) may be used for inspections. Local reproduction of this form is authorized. (See enclosure 5.)

E4.3.5. OMP Surveys and Tests. Surveys and tests may be required periodically to determine the transit time and the volume of internal mail and official mail, by class and special postal service, being entered into the USPS. When surveys are directed, the originator provides instructions. Publishing the results of these surveys builds customer confidence in the internal mail delivery system, helps control requests for overnight service, and makes it easier to make a case for using lower cost alternatives. These surveys and tests can also alert managers to possible problems with addressing, messenger routing, pick up, print readability, and other issues.

E4.3.6. OMP Information Requirements. DoD Components using prepaid postage shall report such purchases. Report Control Symbol (RCS) DD-AT&L(SA)1833, Prepaid Postage Report, has been assigned to this information requirement in accordance with DoD 8910.1-M (reference (f)). Each Component's summary report shall be received by the DoD Official Mail Manager, Military Postal Service Agency, 2461 Eisenhower Avenue, STE 812, Alexandria, VA 22331-0006, not later than 30 November and 31 May of each year and shall cover purchases for the preceding two fiscal quarters. Purchases shall be reported using the following 13 mail codes. Overseas activities using host country postage shall include such purchases under the appropriate mail code. All mail codes shall be reported in numerical sequence semi-annually (Show a zero where applicable.). (NOTE: Deposits to trust accounts

(TA) or similar accounts are NOT purchases; the purchases take place as USPS deducts funds from these accounts for services rendered.)

E4.3.6.1. Mail Code 1001 Address Correction. Charges for address correction must be paid either by cash or deduction from a Postage Due Trust Account. Report under Mail Code 1001 only if payment is made by cash.

E4.3.6.2. Mail Code 1002 Business Reply Mail (BRM). Charges for BRM may be paid by cash, deduction from a postage due account, or a local TA or a Centralized Account Processing System (CAPS) account. Do not report under Code 1002 payments made by deduction from a postage due account.

E4.3.6.3. Mail Code 1003 Express Mail. Postage for Express Mail may be paid by cash, postage stamps, postage meter imprint, or Express Mail Corporate Account. Report under this mail code only postage paid by cash or by deduction from an Express Mail Corporate Account. Do not include postage paid by postage meter imprint or postage stamps.

E4.3.6.4. Mail Code 1004 Return Service. This service must be paid for by deductions from a TA.

E4.3.6.5. Mail Code 1005 Meter Settings. Payment for postage meter settings (purchases) may be made via cash, check, or deduction from a TA. In all cases, report the purchases under Code 1005. Amounts set on meters resulting from refunds for spoiled meter postage are not purchases. Do not report them under this mail code.

E4.3.6.6. Mail Code 1006 Contractor Reimbursement. Some contracts may require the contractor (including the Defense Automated Printing Service) to pay postage on items shipped and the DoD activity to reimburse the contractor. Such postage is usually a separate item on an invoice. Use this code to report such reimbursements. NOTE: The Document Automation and Production Service shall report the postage they use for internal purposes, but not that billed to customers.

E4.3.6.7. Mail Code 1007 Permit Fees. Permit fees must be paid by cash, check, or deduction from a CAPS account.

E4.3.6.8. Mail Code 1008 Permit Mailings. Postage on permit mailings (other than BRM, merchandise return service, and periodicals requester publication rate) can be paid via cash, check, or deduction from a local TA or a CAPS account. In either case, report the purchases under Code 1008.

E4.3.6.9. Mail Code 1009 Postage Due. Postage Due (short paid mail) and postage on Postage Due Penalty Mail can be paid via cash, check, or deduction from a TA. When a TA is established, charges for BRM and address correction can also be deducted from it. If they are, they should be reported under this code and not the codes for BRM and address correction. Postage Due Penalty Mail can also be paid for with postage stamps or postage meter imprints; when that is done the postage is not reported under this code.

E4.3.6.10. Mail Code 1010 Postage Stamps. Purchases of postage stamps must be paid by cash, check, or at some locations by credit card. NOTE: Do not include stationery items such as stamped cards and stamped envelopes. They are reported under Code 1011.

E4.3.6.11. Mail Code 1011 Postage Stamp Env/Cards. These items must be purchased with cash, check, or credit card.

E4.3.6.12. Mail Code 1012 Publications Requester Rate. Payment for these mailings must be paid for by deduction from a local TA or a CAPS account.

E4.3.6.13. Mail Code 1013 Post Office Box Rental. Report all post office box rentals paid for with appropriated funds regardless of why the box is rented.

E4.3.6.14. Mail Code 1014 PC-Based Postage. Use this code to report purchases of postage downloaded from a USPS licensed vendor site on the Internet. A printer connected to a computer or a network printer prints the postage on the mail piece or a label. Credit cards must be used to pay for this postage.

E4.3.6.15. Mail Code 1015 ePost Charges. The USPS is developing a number of different electronic mail services under their ePost program. Use this code to report purchases of these services.

E4.3.6.16. Mail Code 1016 Other Charges. Use this code to report payments to the USPS that are not covered by Mail Codes 1001 through 1015.

E4.3.6.17. Mail Code 1999 Total. This code is used to report the total of the purchases covered by the report.

## E5. ENCLOSURE 5

## OFFICIAL MAIL MANAGER'S INSPECTION CHECKLIST

<b>OFFICIAL MAIL MANAGER'S INSPECTION CHECKLIST</b> <i>For use of this form, see DoDI 4525.8. The proponent agency is Military Postal Service Agency.</i>				<b>A. DATE (YYYYMMDD)</b>	
<b>B. TO (Inspected Activity)</b> <div style="font-size: 2em; font-weight: bold; letter-spacing: 0.5em;">S A M P L E</div>			<b>C. FROM (Inspecting Activity)</b>		
<b>INSTRUCTIONS</b> Mark an "X" in "YES" or "NO" column for each item. If item is not applicable, mark "NA" in "YES" column. References apply to DoDI 4525.8 and DoD 4525.8-M.					
ITEM	YES	NO	ITEM	YES	NO
1. Is current copy of DoD 4525.8-M available?			17. Do permit imprint formats and contents comply with DoD 4525.8-M, C1.16.1.1.?		
2. Does installation or equivalent activity OMM have current copy of all publications required by E2.?			18. Have logos or slogans in use been approved per DoD 4525.8-M, C1.2.2.?		
3. Does each meter location have a current copy of all publications required by E2.?			19. Are all CAPS accounts and other TAs reconciled monthly? (DoD 4525.8-M, C2.7.5.)		
4. Are all OMMs required by E4.3.1.1. appointed in writing?			20. Is maximum use being made of consolidated mailings? (DoD 4525.8-M, C2.10.)		
5. Are OMM appointments filed as required by E4.3.1.1.?			21. Are consolidated mailings prepared per DoD 4525.8-M, C2.10.3.?		
6. Does the OMM's OMP training program meet the requirements of E4.3.2.?			22. Are valid USPS postage meter licenses on hand per DoD 4525.8-M, C2.11.2.?		
7. Are the OMMs carrying out the OMP supervisory requirements of E4.3.3.?			23. Have unneeded USPS postage meter licenses been canceled per DoD 4525.8-M, C2.11.2.2.?		
8. Is unauthorized use of official mail reported per E4.3.3.1.3.?			24. Are refunds for spoiled postage submitted per DoD 4525.8-M, C2.11.5.?		
9. Is official mail monitored in compliance with E4.3.3.2.4. and E4.3.3.2.5.?			25. Are procedures established for safeguarding spoiled postage per DoD 4525.8-M, C2.11.5.3.?		
10. Are OMP inspections conducted as required by E4.3.4.?			26. Is fluorescent postage meter ink being used? (DoD 4525.8-M, C2.11.6.1.)		
11. Is official matter being transported at lowest cost to the Department of Defense (DoD 4525.8-M, C1.6.)?			27. Is the record of postage used being analyzed per DoD 4525.8-M, C2.11.7.2.?		
12. Is selection of special mail services per DoD 4525.8-M, C1.8.?			28. Are postage meters secured per DoD 4525.8-M, C2.11.8.1.1.?		
13. Is mail being marked with correct class of mail per DoD 4525.8-M, C1.9.?			29. Are postage meter keys/combinations secured per DoD 4525.8-M, C2.11.9.2.?		
14. Are the provisions of DoD 4525.8-M, C1.10. being followed for Express Mail?			30. Are postage stamp inventories limited to amounts authorized by DoD 4525.8-M, C2.12.?		
15. Are all business reply items prepared per DoD 4525.8-M, C1.11.3.?			31. Are postage stamps secured per DoD 4525.8-M, C2.12.3.?		
16. Are all merchandise return service items prepared per DoD 4525.8-M, C1.11.3.?			32. Is OMC equipment accounted for per DoD 4525.8-M, C2.18.1.?		
33. RATING (X one)		SATISFACTORY		UNSATISFACTORY	
NOTE: An unsatisfactory rating is mandatory if any one of items 1, 19, 25, 28, 29 or 31 is marked "NO," or if more than 10 percent of the remaining items are marked "NO."					
34. COMMENTS					
35. INSPECTOR					
a. NAME (Last, First, Middle Initial)		b. GRADE OR TITLE		c. TELEPHONE (Include Area Code)	
d. ORGANIZATION		e. SIGNATURE			

DD FORM 2495, FEB 2001

PREVIOUS EDITION IS OBSOLETE.